Ohio Parenting and Pregnancy Program Grant
APPENDIX A
TECHNICAL APPLICATION

Instructions: Applicants are to fully complete this application and submit it with any additional required documents to be officially deemed the applicant's submitted response. Applicants may replicate this application in order to provide necessary responses; however, no application text may be altered or the applicant may risk disqualification.

Application Cover Page

Organization Name:	Murtis Taylor Human Services System
Organization Address:	13422 Kinsman Road Cleveland, Ohio 44120
Point of Contact:	Maxine C. Greene, Director of Resource Development+
Telephone Number:	216/283-4400, x2254
Fax Number:	216/283-9586
E-mail Address:	mgreene@murtistaylor.org
Federal Tax Id Number:	23-7158458
OAKS Vendor ID (if have one):	
DUNS Number:	085230837
Director/CEO:	Lovell J. Custard, President & CEO
Name of Signature Authority:	Lovell J. Custard
Title of Signature Authority:	President & CEO
E-mail Address of Signature Authority:	lcustard@murtistaylor.org

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Mandatory Applicant Qualifications

In order to be considered for the grant expected to result from this RFGA, ODJFS requires that interested applicants **MUST** meet, at minimum, **ALL** the following qualification requirements. **Applicants who do not meet the following requirements shall not be considered for any grant award.**

1. Applicants MUST provide evidence that they are a private not-for-profit organizations by submitting a copy of their organization's current and valid not-for-profit 501(c)(3) tax status determination letter from the Internal Revenue Service (IRS). Please attach this documentation with your agency's application submission.

   Attached is a valid not-for-profit 501(c)(3) tax exempt determination letter from the Internal Revenue Service.

2. Applicants MUST demonstrate that they have a physical location or office in the state of Ohio. Please provide your agency's office location.

   Agency physical location in the State of Ohio is 13422 Kinsman Road, Cleveland, Ohio 44120.

3. Applicants MUST sign the Program Assurances affirmation page of this application and include it in their application submission.

   Please see signed Program Assurances.

4. Applicants MUST identify and assign one key staff person to serve as Program Lead who can demonstrate a minimum of two (2) years of experience operating in areas of family planning or other services such as abortion prevention services, childbirth promotion, parenting development and/or adoption assistance and also resides in the state of Ohio.

   The key staff person to serve as Program Lead: Heather Brissett, M.A., L.S.W., MNAL has more than 19 years of experience in social service, including parenting development and adoption assistance, both as a manager and in direct service. She has managed the F2F program for more than nine (9) years. Her expertise covers strategic planning in the non-profit sector, the Vroon Vandenberg National High Fidelity Wrap Model and she has advanced training in Ohio Child Welfare Laws. Ms. Brissett lives in the State of Ohio. Her job title is Lead Life Sufficiency Coach.

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Organizational Experience and Capabilities

5. Clearly identify the indicators of your agency's effectiveness, quality and outcomes achieved for similar programs.

MTHSS has a strong management structure with networking capability and has long-standing, ongoing relationships with families, their County Department of Children & Family Service (DCFS) social worker and other public and private services, i.e., County Developmental Disabilities, Employment and Family Services, Help Me Grow, Alcohol and Drug Board, Mental Health Board, the juvenile justice system, local schools, child care and any grandparent initiatives. MTHSS has effectively provided services under the F2F program as evidenced by DCFS audits of the Family to Family program which have determined it to be consistently in full compliance and of the highest quality. MTHSS has provided services under a County Special Needs Childcare program which serves children zero to 6 years. Goals include providing early childhood treatment services to children ages 0 to 6 years with social/emotional needs, increase parent education, support and involvement of family members and provide technical support and quality assurance to childcare providers.

MTHSS successfully passes required program and agency audits as demonstrated by national accreditation by the Commission on Accreditation of Rehabilitation Facilities (CARF), Certification #289, accreditation by the OhioMHAS Ohio Department of Mental Health and Addiction Services (Formerly the Department of Alcohol and Drug Addiction Services and the Ohio Department of Mental Health). MTHSS is certified by the State of Ohio as a Star-rated "Step Up To Quality" licensed childcare facility.

6. Describe your agency's length and depth of experience providing services in the areas of Parenting development and/or adoption assistance; Family Planning or other services and Abortion prevention and Childbirth Promotion.

Murtis Taylor Human Services System has served low-income, primarily African American individuals, families and seniors for 65 years. MTHSS has provided comprehensive, integrated wraparound child welfare services to children and families Countywide for more than nine (9) years under the County Family to Family Foster/Adoptive/Kinship Care program/2005-present and can demonstrate a clear strategy for providing service deliverables and required linkage services. MTHSS has provided behavioral health services to youth under the City of Cleveland, Community Development Block Grant-funded (CDBG) program, Moms, Dads and Children Behavioral Health/2004-present.

Parenting development and/or adoption assistance: Murtis Taylor Human Services System has operated the Family-To-Family program for more than nine (9) years, six (6) of those years in 2 distinct neighborhoods. The Family to Family foster/adoptive/kinship care (F2F) program provides families with access to neighborhood support, services, and resources to resolve the

issues of child safety, family stability and permanency. It fosters intervention through neighborhood services, helps alleviate crises, prevents entry into public systems, or shortens the length of involvement with the child protection system. The F2F program also makes home visits to provide coaching and modeling skills development.

MTHSS is experienced in providing a comprehensive array of services such as, Wraparound Family Case Management, Individualized Parent Advocacy, Parent & Youth Support Groups, Emergency Family Financial Assistance, Foster & Kinship Care Support, Family and Child Visitation, Information & Referral, Clothing Distribution, Computer Education, parenting development, adoption assistance. Staff is certified in and has delivered parenting programs the the evidence-based *Active Parenting Now* and *24/7 Dad.*

The targeted population of the Parenting and Pregnancy Program is a subset of the target population of the F2F program. The F2F program targets infants, children and teens and their birth parents, relative caregivers, foster and adoptive families, involved with or at-risk of involvement with The Cuyahoga County Department of Children and Family Services (DCFS). Aging out young adults ages 18 years - 23 years are also part of the F2F target population. If any become pregnant, they and their children are also served under F2F.

Family Planning or other services and Abortion prevention services and childbirth promotion: These services are all provided under the F2F program as needed on a case-by-case basis. Examples include providing services to those aging-out youth who become pregnant. Their challenges include creating a family when they never experienced a traditional family, had good examples of adults to serve as role models, who often have low self-esteem and and/or been taken advantage of by an adult(s) in the same household. The "aging out" supports have included mentoring, tutoring, financial literacy, cultural, recreational, self-identify/self-awareness/self-worth that older children can carry with them through to adulthood, linkage to landlords willing to rent to young adults. Another example are families who are low income and who are expecting children often find themselves overwhelmed and frightened and see abortion as an option, and through support and counseling by the F2F program staff, they find that they have other options other than abortion.

Key Staff Experience and Capabilities

Profiles and resumes must easily identify how the applicant's assigned key staff meet the required experience and capabilities for this program. Profiles and resumes must also be included for all persons proposed for key positions.

7. Identify and assign a key staff member as Program Outcome Manager to be responsible for ensuring that the applicant's proposed planned uses of funding (i.e., increase number served, provide new or expanded services, expand geographical area served, or other relevant use of funding) have been successfully accomplished and provided.

The Program Outcome Manager will be the same staff person as the program lead whose job title is Lead Life Sufficiency Coach. She has more than the minimum one (1) year experience in parenting and adoption assistance. Please see Question #4 above for qualifications.

8. Identify and assign a key staff member as **Fiscal Specialist** to be responsible for preparing the monthly invoices and ensuring adherence to fiscal policies and procedures, and preparing any additional reports as necessary. The **Fiscal Specialist** should have at least one (1) year of experience in working with fiscal program and/or systems.

Michael Predina, BS, MA, CPA, Accounting Manager, has more than 18 years in accounting, 13 years as a CPA. He is experienced in social/supportive and mental health services financial accounting with responsibilities such as developing cost analyses, compilation of financial and cash flow statements, reconciling workers compensation and healthcare reimbursement accounts, etc.

9. Identify and assign at least one key staff member as **Case Worker** to be responsible for coordinating care, resources and services for individual or family participants that will services to promote childbirth and parenting.

One (1) FTE Life Sufficiency Coach or Case Manager will be hired. Qualifications will at least meet and exceed those described. Roles and responsibilities will include motivation, encouragement and assistance to participants, discussion of milestone or goal accomplishment at each session with participant, is the lead for acknowledgement/celebration of milestones/goals reached. The individual will have at least a minimum one (1) year of experience in working in areas of family planning or other family services that promote parenting, two parent families or family intervention services. A Job Description is attached.

10. Identify, by position and by name, any additional support staff your agency considers key to the program's success located within the service providers' office.

Data Entry Specialist – Barbara Moore has been employed at MTHSS for eight (8) years in positions of increasing responsibility and will be responsible for Data Entry of participant information into the Credible electronic health records system. She will assist with report writing by running data reports.

The Evaluator – Deborah Baker has held the position of Evaluation and Reporting Specialist for seven (7) years. Duties include data collection and analysis, monitoring and quarterly audit tasks and funder progress report preparation. She has more than 17 year's experience in supervisory and managerial position in the not-for-profit industry.

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Applicant Agency Profile

11. Describe the services your agency currently provides, including logistics of operations and geographical areas of coverage, and any unique features.

Murtis Taylor Human Services System (MTHSS), a 501 © 3 not-for-profit organization, has delivered neighborhood-based social and support services for 65 years. MTHSS also delivers out-patient behavior and mental health services for children and adults. More than 12,000 clients are served annually by a staff of more than 250 employees in 13 locations across Cuyahoga County. Murtis Taylor Human Services System is licensed by the Ohio Department of Job and Family Services as a Star Rated Step Up to Quality childcare center, the Ohio Mental Health & Addiction Services (formerly the Ohio Department of Mental Health and Ohio Department of Alcohol and Drug Addiction Services) and nationally accredited by The Commission on Accreditation of Rehabilitation Facilities (CARF). The Mission is to "Support, empower and strengthen individuals, families and communities to become healthy and productive through effective, integrated health and human services". The agency website address is www.murtistaylor.org. An Organizational Overview brochure is attached.

Services provided include educational and GED programs, early childhood education/child enrichment, before- and afterschool programs, community-based arts programming, senior activities including adult development, congregate and home-delivered meals, Family-to-Family foster care/adoption, prevention services to pre-teens and teens, fatherhood, vocational, out-patient Children's Behavioral Healthcare and Adult Mental Health Care and health and wellness programs. The brochure attached contains a comprehensive list of programs and services.

12. Describe the population your agency serves including any demographic information as well as family makeup. Include the number of families that your agency has served in the past 2 years.

MTHSS's service population is primarily low income individuals and families living within Cuyahoga County. Demographics of communities served document a high-proportion of single-parent, female heads of household, many individuals below poverty, a high unemployment rate and high-school drop-out rate, well above State and National rates. MTHSS has 13 sites throughout Cuyahoga County, on both the east and west sides of Cleveland, Ohio. Populations served at several sites on Cleveland's west side are diverse and translation capabilities of staff include Spanish, Cantonese and Mandarin. MTHSS's Westside Office on Fulton Road serves primarily Spanish speaking consumers. The Westside Office on Detroit Avenue primarily serves Asian consumers. MTHSS has served more than 600 families in each of the past two (2) years under the Family 2 Family foster/adoption/kinship care program sites. Demographics for the Mt. Pleasant Community, MTHSS's Main Campus location and location of numerous programs including one (1) of the F2F program sites, are as follows:

Demographic Indicator	Mt. Pleasant Neighborhood 2010	City of Cleveland 2010	Cuyahoga County 2010
Number of Residents	16,739 (4.2% of City)	396,830	1,280,122
% African American	97.7	53.3	29.7
% Hispanic	0.8	9.9	4.7
% Caucasian	0.6	37.2	63.6
% under 18 years of age	25.4	24.6	22.6
Median Family Income	$26,207	$30,286	$50,835
% population 25+ with at least a high school degree	69	69	82
Child maltreatment per 1,000 children <18 years	13.4 (2007)	13	8
Serious property crimes per 100,000 population	5,932	5,931	NA
% 65 years and older	14.6	11.9	15.5
Ratio adults to children	2.9	3	3.4
Number of Families	4,104	89,826	319,996
% families with children <18 yrs, headed by a female	70	58.4	36.5
% families with children < 18 years	1,750	42,155	138,294
Unemployment Rate	14%	11%	6
% individuals below poverty level	23%	26%	13

Center on Urban Poverty and Community Development, http://povertycenter.case.edu 2010 Census US Dept. of Labor, Bureau of Labor statistics

13. Provide a current organizational chart and specify the key management and administrative personnel who will be assigned to this project.

The Organizational Chart is attached. The primary method of project management will be direct supervision. The project will be managed under the Project Director. The Project Director reports to the President and CEO. Weekly staff meetings, weekly oral and written reports and supervisory observations will be the primary mechanisms to assess project operations and make refinements. Internal audits will be conducted quarterly by the Evaluations & Reporting Specialist (internal evaluator). Provision of services will be based on participant needs as measured by pre- and post-tests, ISP and Crisis Plan and other assessment tools, Customer Satisfaction Surveys, self reporting, Life Sufficiency Coach's case notes and other tools described below. Project staff are listed in questions 6 through 10 above. They are Project Director/Program Outcome Manager, Life Sufficiency Coach, Data Entry Specialist, Evaluations & Reporting Specialist.

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Program Design

14. Please indicate a minimum of two (2) planned uses of funding for this program: \

a. Increase numbers served ☒Yes ☐No

Number of families to be served. describe your plan for increasing program participation.

Murtis Taylor Human Services System's Parenting and Pregnancy program will increase community awareness, availability and provision of new and expanded services to pregnant women and caregivers of children 0 – 12 months. Methods described below will promote childbirth, parenting and alternatives to abortion as well as meet one or more TANF purposes. Funds will be provided for family planning, parenting and pregnancy planning services.

The program will serve 40 families. Participants will be recruited via community events, mailings, word of mouth, social media (MTHSS Website, Facebook, Twitter) and by referral from collaborative partners such as other community-based social and supportive services agencies and the Cuyahoga County Department of Children and Family Services. MTHSS Moms', Dads' and Children behavioral health program provides services in the Cleveland Metropolitan School District schools, East Cleveland and City of Euclid schools and several charter schools. Throughout the school year, staff of the Family Center and Children's behavioral health programs regularly have an information booth or table at school open houses and community events and fairs. Flyers, contact information, conversation and other materials on the Parenting and Pregnancy program will be available at these events.

The Parenting and Pregnancy Program will hold scheduled community awareness and recruitment events, twice a month or monthly at program start and individuals who will attend will be provided with an overview of the program, literature and will be encouraged to enroll. Once enrolled and assessed, participants will be linked to the Life Sufficiency Coach who will be experienced with engagement of individuals in crisis or needing support. Coaches will be experienced in helping participants recognize their strengths in order to attain the goals that they both will work collaboratively on to identify in the ISP and Crisis Plan.

b. Provide expanded or new services ☒Yes ☐No

Describe the expanded or new services and implementation methods

Once the participant has been identified as meeting the program eligibility and additional criteria, an in depth assessment will be completed to assess and gather family history and facts about participants family culture, spiritual and moral beliefs. Information gathered will be reviewed by the Lead Life Sufficiency Coach and second Life Sufficiency Coach and a determination or assessment will be made on how this information may affect a participant's decision-making and behavior in caring for a family as well as being used to identify needs. The Life Sufficiency Coach will work with participants to assess their needs and concerns, identify their natural support systems and their strengths. The Life Sufficiency Coach will help participants to identify resources to stabilize any identified crisis that may occur and use appropriate program funds to address the matter and resolve and/or mitigate the crisis situation.

As participants are enrolled, the coach will work to engage them over a 7 day period, informing them about the program and its benefits, offering examples of how they will work together and how both will work toward the participant achieving one or more of the goals. Together the two will continue to identify the participant's strengths that will be used to develop the goals that go into the Individual Service Plan (ISP). An example of a strength is, Mom wants to improve her parenting style. The coach, along with participants will then implement the ISP, ensuring the participants go through each of the program stages using identified strategies to reach attainable goals.

The Life Sufficiency Coach and participant will also explore potential risks and/or their triggers and generate a second written plan, a Crisis Plan. The Crisis Plan will address the scenario, 'Mom is overwhelmed with day-to-day tasks or Mom does not have enough food, so improving her parenting skills take a back seat to the crisis. What can she do; who does she telephone 1st, who does she contact next to revolve or mitigate the crisis? The Crisis Plan will outline ways that she can implement to begin to resolve her immediate crisis. Examples of topics of discussion that will be addressed between the Life Sufficiency Coach and participant during their weekly meetings include adoption education, parenting education, health and wellness education, housekeeping, how to manage multiple children, etc.

MTHSS staff will make in-home visits to provide the services in-house and/or through linkage and referral. Activities during in-home visits will include coaching/modeling in the areas of parenting, cleaning, nutrition (cooking, shopping, budgeting), financial literacy, health and wellness education, dietary, exercise, mental wellness and socialization skills. The evidence-based curriculum used for parent education is *Active Parenting*. Accompanying the home visitation staff, as needed, would be peer mentors to work with or mentor and provide support in the development of the skill sets identified above.

Other methods that will be used to implement and provide services include encouraging participants to attend a weekly one (1) hour caregiver support group to share their, fears, challenges and successes, working one-on-one with the Life Sufficiency Coach to reflect on small/large steps made, goals achieved and lessons learned throughout the process and recognizing and celebrating small and large accomplishments of action steps with an incentive token that will be collected by participants and exchanged for a small incentive or gift (behavioral modification modality) at goals completion. At goals completion, there will be a celebration to mark participant achievements in meeting the goals in the ISP.

The Program Lead, with assistance from the Life Sufficiency Coach, will track progress of each action step, evaluate success of strategies and celebrate successes. Program graduates will be recruited to become Peer Mentors and given a stipend to provide mentoring to those coming through the program. This will also be another method or avenue for the Peer Mentors to enhances their own support network/system.

c. Expand geographical area served ☐Yes ☒No

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Thoroughly describe your current and proposed service coverage area.

MTHSS provides services targeting low-income, at-risk children (ages 0 – 17) and parents and caregivers throughout Cuyahoga County. This program will not expand the geographical area but will increase awareness and accessibility to an expanded audience of individuals and families in need.

d. Other proposed use(s) of funding ☒Yes ☐No
Please thoroughly describe any other proposed use(s) of funding.

In addition to the services described in "a" above, additional, proposed uses of program funds include the following. Use of funds will occur if a crisis is identified and referral to services or purchase of products are needed immediately (diapers, food, services related to domestic violence, honorariums for anti-abortion education speakers or curriculum purchase). If participants insurance does not cover services that they need outside of the referral network, then program funds would be used to secure those services (referral to specific educational or technical assistance programs or vendors). Stipends (to be determined) will be provided to program graduates who become Peer Mentors to program participants and serve for a minimum length of time (TBD).

15. Services and numbers of new individuals served 40 individuals will be served

In the chart below, indicate a minimum of three (3) program activities your agency will provide. Include the anticipated number of new individuals that your agency will serve (for the duration of the grant period) in each activity and the total numbers you plan to serve. Please feel free to add rows to include services not listed.

Program Service	New Number Served		Program Service	New Number Served
Clothing	25		Parenting Classes	40
Counseling	40		Postpartum Recovery	10
Diapers	25		Transportation	15
Food	20		Financial literacy	40
Furniture	15		Physical Health	40
Health Care	40		Nutritional Health	40
			Incentives to Families	40
			Total	40

*A total of 40 will be served. Services above will be available as needed to the 40 participants.

16. Describe your agency's relationship with partner community organizations or agencies that will be used to carry out the program activities.

MTHSS has the licensed and credential staff with expertise to develop and provide parenting and pregnancy services using a collaborative network of community-based agencies and organizations. Collaborative agencies include County Department of Children and Family Services, County Department of Developmental Disabilities, County Employment and Family Services and Help Me Grow, County Alcohol and Drug Board, Mental Health Board, the juvenile justice system, local school districts including the Cleveland Metropolitan School District (CMSD) and licensed child care centers and umbrella groups, YMCA, Cuyahoga Metropolitan Housing Authority (CMHA), Catholic Charities and others. MTHSS is able to make referrals out to community-based agencies for services and/or additional testing or assessments. These and other collaborators are available to be called upon per the individual/caregiver need for referrals and also to provide technical assistance and services. Services to be provided include CMSD, 1111 Superior Avenue, East, #1800, Cleveland, Ohio 44115- referral of potential program participants; County Department of Children and Family Services, 3955 Euclid Avenue, Cleveland, Ohio 44115 - potential participant referrals, technical assistance; other child care centers - available child care slots; CMHA, 8120 Kinsman Road, Cleveland, Ohio 44104 - permanent low-income housing; Catholic Charities, 3135 Euclid Avenue, Cleveland, Ohio, 44115 - domestic violence, employment training, substance abuse services. Years of collaboration for primary collaborators range from 9 years to 22+ years.

17. Define the eligibility requirements for the services provided.

The target population will be low-income, pregnant women, parents and other relatives caring for children 12 months and younger. The target population will be in need of intervention and/or prevention services and in, at or near crisis. They will also be TANF-eligible. Participants will be recruited Countywide and referred by collaborative agencies, word of mouth, current MTHSS clientele who refer others and via other methods as described above.

18. Include a description of the target audience that will be serviced by the provider.

Participants will express a need for and have a willingness to participate in a parenting and pregnancy program, be willing to learn and be receptive to coaching and other assistance from caring, experienced staff, willing to actively participate and interact with, learn from and offer support to their peers in the program.

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Program Outcome Management

19. Clearly describe the intended outcomes for this program and the indicators.

Program outcomes are:

- Improve health and wellness of mother and child.
- Establishment of a solid and long-term or permanent community-based support system for parent/caregiver.
- Improved parenting skills.
- Increased knowledge of community resources.
- Increased knowledge of how to utilize limited household resources.
- Increased knowledge on building strong family relationships.
- Increased awareness and ability to plan (being planful in all areas of their lives).
- Increased financial literacy and budgeting.

Indicators will include, reduced instances of crises; improved physical and emotional and spiritual health of mother and child as measured by self-reporting, journaling entries, staff case notes, post-assessment; evidence of visits or other contact with providers of community supports as measured by intake logs of referred services, evidence of a household budget, evidence of use of a household budget on a regular basis.

20. Describe how program data will be collected and confidentiality maintained.

MTHSS utilizes a Logic Model process as a management tool which offers better documentation of outcomes and shared knowledge about what works and why. MTHSS also uses a detailed workplan process that contains goals, objectives, action steps, strategies for achieving desired results, anticipated output and outcomes, how outputs will be measures, measurement tools, performance period and responsible organization and/or person with timeline for reaching the desired goals, objectives and outcomes during the grant cycle.

MTHSS utilizes Credible electronic health records (EHR) system as the participant data collection, tracking and monitoring system. Credible provides the ability to track, document, and analyze participate outputs and outcomes to determine service effectiveness. Credible is compliance with the HIPAA security/confidentiality requirements. Only specified staff (Lead Life Sufficiency Coach and Life Sufficiency Coach will have access to electronic participant files which are contained on a password protected network drive. Hard copy files and other documentation will be maintained in the Lead Life Sufficiency Coach's office which will be locked and have limited access by staff.

The method to document amount, frequency and type of services delivered and computer system and software is, MTHSS has the MIS infrastructure to meet grant requirements per the RFP to

track, analyze and report performance outcomes. The EHR system records data and information of each consumer and his/her family. Credible contains the referral date and time, contact information, date of assessment(s), development of ISP and Crisis Plan, services and agencies provided and referred to, case notes and other information from each meeting/point of contact between the participant and program staff. At initial referral, staff will input appropriate data and set up scheduled alerts or timed intervals for each participant so that automated alerts or reminders will be sent to the appropriate staff for each pending activity in order to meet any court-mandated time frames for service delivery. Credible also aggregates data and runs individual client outcome data and program reports as requested by staff and/or Courts if appropriate.

The Lead Life Sufficiency Coach with assistance from the Life Sufficiency Coach will collect the results of assessments, contacts, visits, ISP, Crisis Plan and other information and the Data Entry staff person will enter into Credible. Progress toward goals and objectives will be collected. Credible can also aggregate the data and run program or other reports that can be forwarded to appropriate, authorized staff. Credible provides management with weekly reports on client progress and program effectiveness. This system processes data from the aforementioned measurement and tracking tools. MTHSS's Quality Improvement Division produces and implements evaluation of the process, goals and objectives. Reports will be forwarded to the ODJFS as required. Tools to document services include the Case Tracking Log, Evaluation Reports, ISP, Crisis Plan, Life Sufficiency Coach Case Notes, participant journaling, etc.

MTHSS uses a logic model and timeline for program planning, management and continuous feedback. They are built around a sequence of activities, accomplishments and completion dates and provide for precise communication about project purpose and components. Pre- and post - tests, direct observations by staff, case notes, self reporting, pre- and post- assessment instruments, linkages to other services will be collected at fixed intervals. These data will be analyzed and compared to baseline data to establish the nature and degree of change for each participant and if his performance is on course to reach the desired results by grant's end.

The evaluation process will be driven by three (3) questions, 1) Did the Parenting and Pregnancy Program do what it said it was going to do (program outputs); 2), Was each program component delivered with quality (quality of program outputs); 3), Did the program result in improvements or gains for participants, child(ren) and other family members (program impacts). The evaluation will measure the stated Performance Measures.

Customer Satisfaction Tools and Methods and Plan for utilizing Data: MTHSS's Customer Satisfaction Survey is administered to program participants twice each year and/or at program completion or when leaving a program. Responses become part of MTHSS's internal and external evaluation processes. Monitoring and evaluating outcomes of services allows MTHSS and the community, stakeholders, accrediting bodies, and funders to measure the effectiveness of services.

Sub-grantees and Vendors

21. Applicants are to disclose whether or not any sub-grantees be used for this project. (If no, please include a statement that no sub-grantees will be involved. If yes, please describe the procurement process and the timeline to accomplish procurement as well as provide all required information as specified in Section 4.6, of the RFGA.

    No sub-grantees will be involved.

22. Describe the monitoring process for the sub-grantee (if applicable). Include the documentation that will be reviewed, who will perform the monitoring, the frequency that the sub-grantee shall provide performance reports and the plan addressing areas for improvement or poor performance. [If no sub-grantee is involved, the applicant shall disregard this requirement.]

    Not applicable.

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Program Budget
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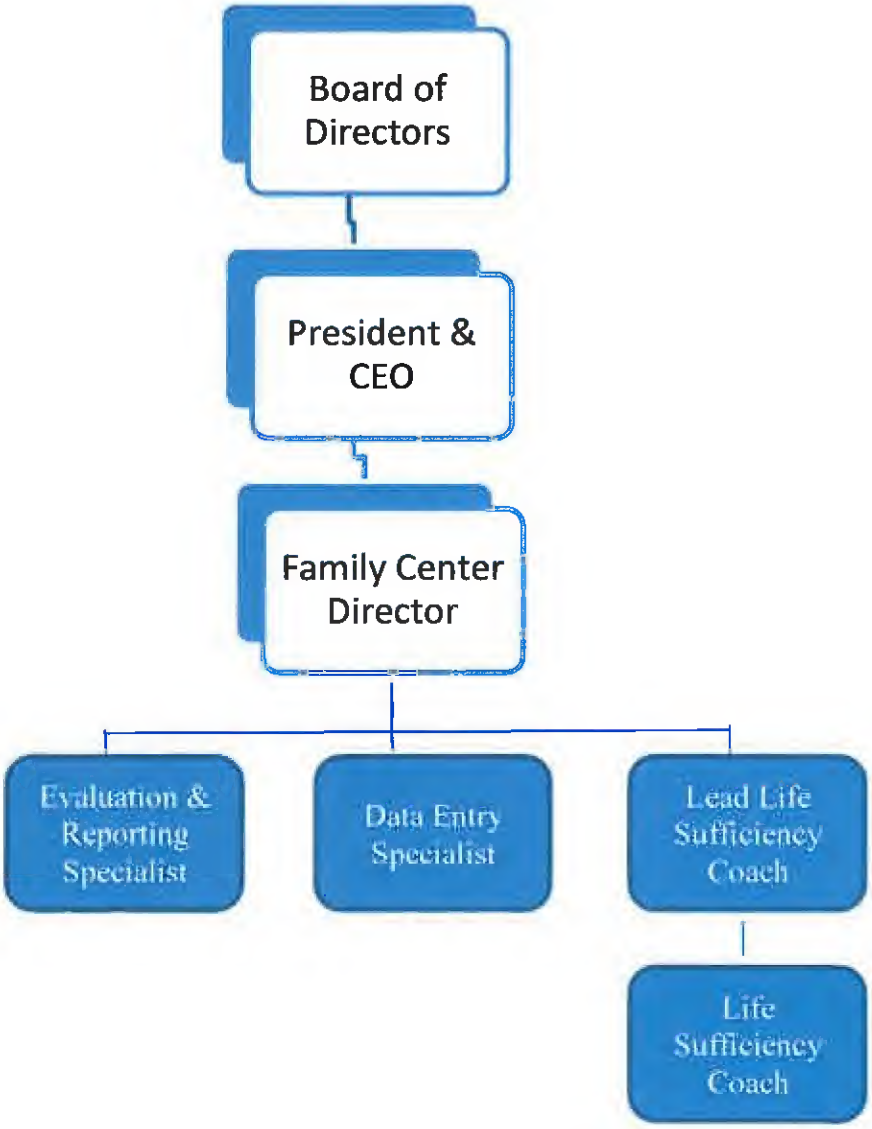
Program Budget Items		**Totals**
Personnel		$57,659.62
Fringe Benefits		$16,144.69
Staff Mileage/Other Travel		$3,131.52
Supplies		$3,000
Health Care Services		$
Contracted Services		$
Participant Transportation		$3,900.00
Participant Support		$24,000
Equipment (shall not exceed 5% of the budget)		$
Other: (Speaker/Presenter Honorariums))		$300.00
Other: (Participant Tokens/Incentives)		$2,000.00
Other: (Refreshments at Milestone Celebrations)		$600.00
Total Program Costs:		$154,535.01
Indirect Costs (shall not exceed 15% of the budget):		$23,180.25
TOTAL:		$177,715.26

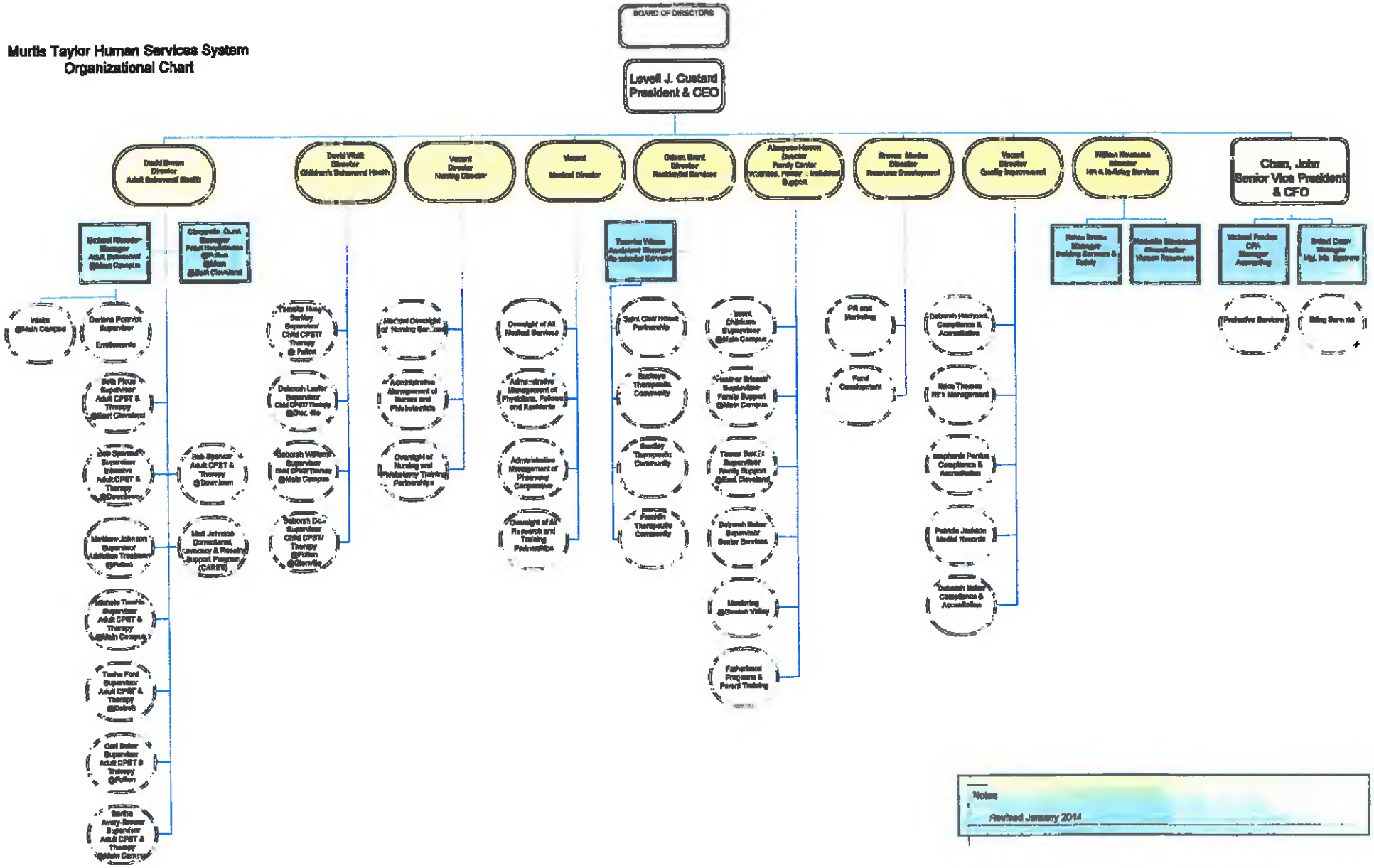
BUDGET NARRATIVE

Lead Life Sufficiency Coach	Responsible for day-to-day oversight and program facilitation. Establish program standards, review, align program materials, evidence-based curriculums, manage outcomes, lead for outreach and recruitment. Lead for individual assessments, Individual Service Plan and Individual Crisis Plan Collects, organizes, and analyzes information about individuals through records, tests, interviews, and professional sources, to appraise their interests, aptitudes, abilities and personality characteristics. Contract compliance.
Life-Sufficiency Coach	Motivation, encouragement and assistance to participants, discuss Milestone or Goal accomplishment at each session with participant, is the lead for acknowledgement/celebration of Milestones/Goals reached. Promotion of childbirth and parenting. Assist Lead Life Sufficiency Coach with collecting, organizing, and analyzing information about individuals to appraise their interests, aptitudes, abilities and personality characteristics.
Data Entry Specialist	Data entry of participant information.
Evaluation and Reporting Specialist	Data collection and analysis and program evaluation and funder progress report preparation.
Fringe Benefits (28%)	Dental, life, health insurances, unemployment/workers compensation, retirement contributions, payroll taxes.
Guest Speakers	Speakers and presenters @ $50/Presenter x 6 Presents/year.
Program Supplies	Copy paper, miscellaneous office supplies such as pens, pencils, participant daily journals.
Participant Wraparound Supports	Maximum $600 in Wraparound Funds per individual/participant served to include individual needs such as diapers, clothes, food/milk, furniture, cribs, car seat, playpen, educational toys, toiletries/personal items especially if in crisis situation. Also referral to Health Care, Counseling, Parenting Classes, Postpartum Recovery, Financial Literacy, Physical Health, Nutritional Health as needed.
Participant Incentives	To acknowledge/celebrate or recognize Milestone or Goal accomplishment, Life Sufficiency Coach will give a small token. Participant will collect and turn in at the conclusion of goal(s) achievement for a small gift/incentive. Small Gift/Incentive value of $50 per participant based on achieving Milestones or Goals; calculated at 40 participants x $50 x 1 year.
Refreshments	Refreshments at accomplishments celebrations; $100/month x 6 months x 1 year.
Bus Passes	Bus Passes: $5.00/day for all day pass x 15 participants x 52 weeks x 1 year.
Staff Mileage	Mileage calculated at 1 FTE Life Coaches x 446 miles/month x 52 weeks x $.56 (IRS standard mileage rate effective May 1, 2014.)
Administrative @ 15%	Fiscal/Accounting, Legal, Occupancy, copier lease and supplies.

Murtis Taylor Human Services System
Parenting and Pregnancy Program
Program Structure



Murtis Taylor Human Services System
Organizational Chart



IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077550286
May 14, 2009 LTR 4168C 0
23-7158458 000000 00 000
00025896
BODC: TE

MURTIS TAYLOR HUMAN SERVICES SYSTEM
13422 KINSMAN RD
CLEVELAND OH 44120-4410

30187

Employer Identification Number: 23-7158458
Person to Contact: Vaida Singleton
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Apr. 03, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in May 1946, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Cindy Westcott

Cindy Westcott
Manager, EO Determinations

Murtis Taylor Human Services System
Human Resources Department

Job Description

Job Title: Life Sufficiency Coach
Department: Family and Community Resource Center
Reports To: Program Coordinator
FLSA Status: Exempt-Non-Bargaining Unit
Salary:

Summary: The Life Sufficiency Coach engages, motivates, encourages and assists individuals to reach their individual milestones or goals. Provides individual assessment, planning, and coaching to program participants. Promotes childbirth and parenting, family planning or other family services that promote parenting, two parent families or family intervention services.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

Review various assessment instruments and assist the Evaluations & Reporting Specialist to develop an appropriate survey and evaluation and instruments.

Assists with administering and interpreting of assessment instruments.

Collects, organizes, and analyzes information about individuals through records, tests, interviews, and professional sources, to appraise their interests, aptitudes, abilities, and personality characteristics, for life planning.

Guides individuals on examination and exploration of issues and concerns, needs, choices, methods and approaches.

Provides guidance on GED/literacy, selection of physical activities, academic programs, social and supportive needs, other per the Individual Service Plan (ISP) and Crisis Plan.

Provides one-on-one counseling to individuals and assists with identifying, activities, classes and employment strategies per the ISP/Crisis Plan.

Identifies various web sites, job banks, organizations, books, and other publications related to life management.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies :

Analytical - Collects and researches data.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully.

Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; demonstrates group presentation skills; participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.

Visionary Leadership - Inspires respect and trust; mobilizes others to fulfill the vision.

Change Management - Communicates changes effectively; builds commitment and overcomes resistance; Prepares and supports those affected by change.

Delegation - Matches the responsibility to the person; sets expectations and monitors delegated activities.

Leadership - Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Gives appropriate recognition to others.

Managing People - Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth.

Quality Management - Demonstrates accuracy and thoroughness.

Diversity - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Benefits organization through outside activities.

Strategic Thinking - Adapts strategy to changing conditions.

Judgement - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Demonstrates persistence and overcomes obstacles; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

Quality - Demonstrates accuracy and thoroughness; Applies feedback to improve performance.

Quantity - Meets productivity standards; Completes work in timely manner.

Adaptability - Manages competing demands; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Ensures work responsibilities are covered when absent.

Dependability - Commits to long hours of work when necessary to reach goals..
Initiative - Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Generates suggestions for improving work.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; and one to two years related experience and/or training; or equivalent combination of education and experience.

Minimum one (1) year of experience in working in areas of family planning or other family services that promote parenting, two parent families or family intervention services.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office. Knowledge of assessment, career planning, financial planning and/or data management software is desirable.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HEATHER A. BRISSETT

Cuyahoga County System of Care Family to Family Program Coordinator

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Experienced, Energetic, self motivated, independent worker or collaborative, excellent follow through skill, extreme knowledge of community needs, great organizational skills, client oriented, willingness to learn new skills

EDUCATION

Masters of Social Work-Macro Practice

With an emphasis in public policy, community organizing, non-profit management, and research
Cleveland State University and Akron University- May 2005

Bachelor of Science in Social Work

Cleveland State University, Cleveland, Ohio- August 1999

Minor in Communications

Cleveland State University-May 2005

TECHNOLOGY SKILLS

Microsoft Office Professional (Word, Excel, Publisher Outlook 2003 & 2007)

Licensure

Social Work Licensure (LSW) Academy of Social Work Boards – September 2000

Notary Public, commission expires February 18, 2013

Career Experiences

Murtis Taylor Human Services System, Cleveland, Ohio **September 2006 -Present**
Cuyahoga County Tapestry System of Care – Family to Family Program Coordinator

In collaboration with Department of Children and Family services, develop systems to implement, collect, analyze, and evaluate program data and continuously improve the program High Fidelity Wrap Around Model, working with at risk youths and families

- Coordinated and hosted successful community collaborative committee meetings, creating invitations, promotional materials, booking venues, and selecting guest speakers; in an effort to increase community awareness and improve service delivery
- Supervised a staff of five, including managing personnel matters, assigns, reviews, and monitors staff; conduct performance evaluations; reviews and approves employee leave
- request; make recommendations and gives approval in personnel actions relating to staff selections, transfers, removals and hiring
- Managed a $670,000.00 operating budget, Prepared monthly expenses including bi-weekly time reports, travel expense reports, managed invoicing and billing processes
- Develop and maintain a process of effective communications between agency and The Department of Children and family services to ensure effective service delivery
- Serve as back up to the director when absent with planning, and support of daily operational and administrative functions
- Coordinate/facilitate, Parent, Foster and Kinship support groups
- Facilitate recruitment and training of foster parents
- Demonstrable ability to represent the organization in public forums through public speaking and marketing program at various community/agency events
- Strengthen Family to Family partnership with neighborhood organizations, public and private; to identify and fill gaps in services needed to protect children
- Informed elected and appointed officials about the needs of children and families within the community which would assist them in legislative, legal or executive action
- Engage in development of Cuyahoga County System of Care
- Engage in the development and maintenance of the Neighborhood Computer Information Systems
- Co-developed and coordinate the foster-care respite grant with The Department of Children and Family Services and various Family to Family
- Ensure grant compliancy, with both internal and external audits
- Serve as an advocate in DCFS Team Decision Making Meetings, with positive outcomes
-

Murtis Taylor Human Services System, Cleveland, Ohio **July 2005- September 2006**
Outpatient Therapist

- Provided Psychotherapy counseling to individuals with Severe Mental Illnesses
- Conducted Diagnostic Assessments
- Formulated treatment plans
- Communicated initiatives to interdisciplinary team, and evaluated effectiveness of treatment.
- Ensure licensure compliancy, with both internal and external audits
- Committee member for agency CARF accreditation

Murtis Taylor Human Services System, Cleveland, Ohio **November 2002-May 2005**
Community Support Specialist II/Team Leader

Provided Psychotherapy counseling to individuals with Severe Mental Illnesses and provided supportive services to team members and supervisor

- Provided case management for clients with chronic and persistent mental illnesses
- Developed treatment plans that met residents' needs and goals.
- Assisted in the sourcing of community resources
- Maintained client records and evaluated effectiveness of treatment
- Advocated for clients during interdisciplinary team
- Cultivated and nurtured positive, productive relationships with clients, families, health team members, and community providers to promote effective coordination of resources.
- Advocated on behalf of patients service and billing, ensured the protection of the patients' safety, and rights.
- Ensure licensure compliancy, with both internal and external audits.
- Supported staff with writing treatment plans and management of their case loads.
- Assisted Supervisor with both programmatic and administrative duties

Murtis Taylor Human Services System, Cleveland, Ohio **November 2001-November 2002**
Community Support Specialist

- Provided case management for clients with chronic and persistent mental illnesses
- Develop treatment plans that met their needs and goals.
- Assisted in the sourcing of community resources, and maintained client records
- Advocated for clients during interdisciplinary team, and evaluated effectiveness of treatment
- Cultivated and nurtured positive, productive relationships with clients, families, health team members, and community providers to promote effective coordination of resources.
- Advocated on behalf of patients service and billing, ensured the protection of the patient's health, safety, and rights.
- Ensure licensure compliancy, with both internal and external audits.

Jewish Family Services Association, Beachwood, Ohio **September 1999-November 2001**
Group Home Coordinator

- Managed several group homes for individuals; who were Mental Retarded and Developmentally Delayed
- Ensured programs met licensure requirements.
- Managed a staff of 60
- Ensured the clients were Medicaid and medication compliant.
- Formulate treatment plans, with accurate progress note reporting; conduct ongoing casework initiates, and provide advocacy services in both individual and group settings.
- Worked closely with the Board of Mental Retardation
- Experienced in crisis communications
- Wrote homemaker personal care programs for each resident
- Implemented behavioral modification programs, along with the empowerment and strengths perspective model
- Provided community outreach
- Ensure continuity of care from time of admission until discharge.
- Trained as an on call crisis Intervention worker for Cuyahoga County Mental Health
- Provided 24/7 on call service

Jewish Family Services Association, Beachwood, Ohio August 1996- September 1999
Group Home Manager

- Manage the day to day function of a group home for individuals who were Mental Retarded and Developmental Delayed
- Manage a staff of seven
- Monitored Clients medication
- Wrote treatment plans for each resident and maintained their records
- Assisted Supervisor with both programmatic and administrative duties
- Met licensure requirements and passed audits with zero findings
- Planned and coordinated social activities for consumers
- Provided 24/7 on call service

Jewish Family Services Association, Beachwood, Ohio February 1995-August 1996
Direct Service staff

- Provide day to day care individuals who were Mental Retarded and Developmental Delayed
- Licensed to give medication to clients
- Documented progress notes
- Monitored and facilitated social activities

Internship Experience

- Murtis H. Taylor Social Work Intern/Advance Department. - September 2004-April 2005
- Cleveland Clinic Hospital, Behavioral Medicine–Social Work Intern/Mental Health and Chemical Dependency- May 2004 to August 2004
- Jewish Family Services Association-Social Work Intern/ Mental Health –February 1999-August 1999

Additional Accomplishments

Volunteerism

Domestic Violence group facilitator 2009

Kerry/Edwards 2004 Presidential Campaign

Kucinich for Congress 2004 Congressional Campaign

Raymond Pierce for Mayoral Campaign 2002

Cosgrove Homeless Shelter

Habitat for Humanity

Serve on youth aging out of DCFS committee

Award and Honors

Cuyahoga Department of Children and Family Services

Record Keeping Achievement Award

Phi Alpha Honor Society, 2002

Distinguished Employee, MHT- 2004

Top Producer- MHT-2002 and 2004

President of Building and Unifying Community Services Board

FAST Program through the Cleveland Municipal School District

Field Liaison for interns from the following schools

Cleveland State University Case Western University Baldwin College

Cuyahoga Community College Success Tech High School Shaker Heights High School

Advance Training

- *Vroon Vandenberg National High Fidelity Wrap Model Trained*
- *Completed The Ohio Child Welfare comprehensive coarse pertaining to the Ohio Child Welfare laws*
- *Strategic Planning For Neighborhood Organizations*
- *Prevention and Intervention Strategies for Youth Violence*

Deborah L. Baker

Work History.

October 2007 ~ Present

Evaluation and Reporting Specialist
Murtis H. Taylor Multi-Service Center
Cleveland, Ohio 44120

- Monitor and audit quarterly, or as needed program compliances
- Report to Internal Entities findings of audit inquiries
- Inform coordinators of necessary corrections
- Meet with funders in order to ensure understanding of compliancy requirements

January 8, 2007

Coordinator for Safety Net Program
Murtis H. Taylor Multi-Service Center
Cleveland, Ohio 44120

- Supervise day to day operations of program
- Delegate assignment of cases to staff
- Make home visits
- Meet with staff in order to collaborate and process assessments of clients needs
- Complete monthly billing as required
- Report updated information to supervisor pertaining to program needs and concerns
- Attend trainings as needed for program compliancy

June 06 – September 06

Interim Director of
Early Childhood Centers
Catholic Charities Services Corp.
Cleveland, Ohio 44120

- Supervised Early Center Staff (5 Early Childhood Enrichment Centers)
- Responsible for Fiscal Management of $3 million budget
- Developed Plan for Direction and Vision of Early Childhood Enrichment Centers
- Collaborated with community Early Learning Centers

October 00- June 06

Assistant Director of Early Childhood Centers/
Administrator of DePaul Early Learning Center
Catholic Charities Services Corp.
Cleveland, Ohio 44115

- Assist Director of Department with supervision of Early Learning Staff
- Provide technical assistance as well as implement vision for Early Learning Centers
- Assist with process of opening, equipping, staffing, and licensing of new sites
- Attend meetings with community partners, executive board, funds, city officials, on behalf of the Director

September 98 – September 06

Administrator of Early Learning Center
Catholic Charities Services Corp.
Cleveland, Ohio 44115

- Supervised staff of 16
- Responsible for day to day operations of Early Learning Center
- Maintain enrollment level that ensured fiscal management
- Scheduled parent meetings for admission of students
- Held weekly staff meetings ensuring implementation of curriculum inclusive of academic as well as social emotional needs being met
- Manage voucher processing
- Ensure compliancy for Head Start Partnership in Early Learning Center
- Ensure Compliances for State Licensing, City Health Dept., Cleveland Fire Safety Regulations, and U.S.D.A

Education

- Cuyahoga Community College
  Concentration of courses in Early Childhood
- Cleveland State University
  Concentration of courses in Music Education
  Bachelors Degree pending
- John Carroll University
  Received Certification in Executive Training through partnership with Catholic Charities and John Carroll University
  (Recommended by Catholic Charities as one of the first group to complete Master Degree level training program)

Barbara A. Moore

Career Objective	**secure position with opportunity for advancement**
Skills	Computer and Typing skills Data Entry Telephone multiple answering line system procedures Communication and Customer Relations skills Organizational and training Skills Filing, copy and printing skills
Experience 2006-present	**Murtis Taylor Human Services System/Family Resource Center** Administrative Assistant, Data Entry Specialist & Receptionist
1997-2002	**Huntleigh USA/Argenbright Security/ITS** Cleveland, Ohio **Onboard Screener at Cleveland Hopkins Airport** Monitoring and screening passengers prior to boarding their flight
1977-1994	**Ameritech**, Cleveland, Ohio **Technical Associate,** Business & residents listing additions and corrections in white page directories for the State of Ohio, training clerks, distribute mail, filing, answering multiple telephone line systems
1970-1977	**Homemaker,** Cleveland, Ohio Taking care of family and household responsibilities
1956-1970	**Ohio Bell Telephone Company,** Cleveland, Ohio **Senior directory clerk,** State of Ohio white page directories
1959-1963	**Sterling Linder Davis Department store** Elevator operator part time
Education	**John Hay High School,** Cleveland, Ohio Diploma obtained
References	Furnished upon request

Attachment A—Section I

REQUIRED GRANTEE INFORMATION and CERTIFICATIONS

Purpose: The Ohio Department of Job and Family Services (ODJFS) requires the following information on applicants who submit proposals or applications in response to any ODJFS Requests for Grant Applications (RFGAs), in order to facilitate the development of the grant with the selected applicant. ODJFS reserves the right to reject your application if you fail to provide this information fully, accurately, and by the deadline set by ODJFS. Further, some of this information (as identified below) **must** be provided in order for ODJFS to accept and consider your application. **Failure to provide such required information will result in your application's immediate disqualification.**

Instructions: Provide the following information regarding the applicant organization submitting the application. Applicants may either print this attachment, complete and sign it, or may provide the required information and certifications (each fully re-stated from this attachment) on their letterhead as the opening pages of their applications. It is mandatory that the information provided is certified with an original signature (in blue ink, please) from a person with authority to represent the applicant. Applicants are to provide the completed and signed information and certifications as the cover pages of their original proposal submitted to ODJFS.

IMPORTANT: If the RFGA specified a maximum page limit for applicant proposals, the attachment of any required certifications, other documents, or additional pages needed to fully provide the information requested here will NOT be counted against that page limit.

Applicants must provide all information

1. ODJFS RFGA #: **JFSR1415178081**	**2. Application Due Date:** July 24, 2014
3. Name: (legal name of the grantee – person or organization – to whom grant payments would be made) Murtis Taylor Human Services System	
3a. Grantee's Ohio Administrative Knowledge System (OAKS) ID#: [Vendors may apply for an OAKS vendor ID# at: http://ohiosharedservices.ohio.gov/Vendors.aspx. The necessary forms to be completed and remitted to Ohio Shared Services are the Vendor Information Form (OBM-5657) and the IRS Form W-9. Completion and/or submission of these forms to Ohio Shared Services does not assume a vendor/applicant award of any ODJFS contract/grant.] In Progress	
4. Grantee Corporate Address: Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, Ohio 44120	**5. Grantee Remittance Address: (or "same" if same as Item # 4)** Same as #4
6. Print or type information on the grantee representative/contact person authorized to answer questions on the application: **Grantee Representative NAME and TITLE:** Lovell J. Custard, President & CEO **Address:** 13422 Kinsman Road Cleveland, Ohio 44120 **E-Mail Address: lcustard@murtistaylor.org** **Phone#: 216/283-4400** **Fax#: 216/283-9586**	
7. Print or type the name of the grantee representative authorized to address contractual issues, including the authority to execute a contract on behalf of the vendor, and to whom legal notices regarding contract termination or breach, should be sent (if not the same individual as in #6, provide the following information on each such representative and specify their function): **Grantee Representative NAME and TITLE:** Same as above. **Address:** **E-Mail Address:**	

Phone #: _____

Fax #: _____

8. **Is this grantee an Ohio certified MBE? Yes ☐ No X If yes, attach a copy of current certification to proposal\bid.** (IF ODJFS has specified the RFGA document as an opportunity open exclusively to Ohio Certified MBEs, then failure to attach a copy of current certification WILL RESULT IN DISQUALIFICATION.)

9. Mandatory Grantee Certifications:

ODJFS may not enter into agreements with/make purchases from any organizations that have been found to be ineligible for state contracts under specific federal or Ohio statutes or regulations. Organizations responding to any ODJFS RFGA opportunity MUST certify that they are NOT INELIGIBLE by signing each of the three statements below. **Failure to provide proper affirming signature on any of these statements will result in the disqualification of your application.**

I_____ (signature of representative shown in Item # 7, above) **hereby certify and affirm that** _Murtis Taylor Human Services System_ (name of the vendor shown in Item # 3, above), **has not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by the United States Department of Labor, the United States Department of Health and Human Services, or any other federal department or agency as set forth in 29 CFR Part 98, or 45 CFR Part 76, or other applicable statutes.**

AND

I_____ (signature of representative shown in Item #7, above) **hereby certify and affirm that** _Murtis Taylor Human Services System_ (name of the vendor shown in Item # 3, above), **is not on the list established by the Ohio Secretary of State, pursuant to ORC Section 121.23, which identifies persons and businesses with more than one unfair labor practice contempt of court finding against them.**

AND

I_____ (signature of representative shown in Item #7, above) **hereby certify and affirm that** _Murtis Taylor Human Services System_ (name of the vendor shown in Item # 3, above), **either is not subject to a finding for recovery under ORC Section 9.24, or has taken appropriate remedial steps required under that statute, or otherwise qualifies under that section to enter into contracts with the State of Ohio.**

10. Equal Employment Opportunity Information on the Grantee and any Sub-grantee(s)

A. Provide vendor employee data both nationwide (including Ohio staff), and Ohio office employees separately:

	Nationwide	Ohio Offices
Total Number of Employees:	0	250
% of those who are Women:	0	73%
% of those who are Minorities:	0	85%

B. **If you are the selected vendor, will you subcontract any part of the work?**

X NO *-or-* **☐ YES, but for less than 50% of the work** *-or-* **☐ YES, for 50% or more of the work**

If yes, provide the following information on each subcontractor (additional pages may be added as needed):

Subcontractor Name: Not Applicable

Address: _____

Work To Be Performed: _____

(a brief description) _____

Subcontractor's Estimated Percentage of Total Project (in % of work, not % of dollars): _____

If 50% or more of the work will be subcontracted, then ALSO provide the following information on ALL proposed sub-grantees:

	Nationwide	Ohio Offices
Total Number of Employees:	0	
% of those who are Women:	0	
% of those who are Minorities:	0	

C. Identify all state grants which the grantee has since the beginning of the last fiscal year (i.e., since July 01, 2012) through this fiscal year to date. Also include grants approved for ODJFS or institutions of higher education:

Total number of grants: 8

For each state grant, list the state agency and provide the following information:

State Agency/Educational Institution: Ohio Department of Education – 21st Century
Grant Dollar Amount: $350,000

State Agency/Educational Institution: Ohio Bureau of Workers' Compensation – Drug-Free Safety Program
Grant Dollar Amount: $2,700

State Agency/Educational Institution: Ohio Commission on Minority Health
Grant Dollar Amount: $3,000

Attach additional pages if needed – **Additional page attached.**

11. Grantee Ethics Certification

As a grantee receiving grants from the State of Ohio, I certify on behalf of
Murtis Taylor Human Services System (name of vendor or grantee):

(1) I have reviewed and understand Ohio ethics and conflict of interests' laws, as found in Chapter 102. and Sections 2921.42 and 2921.43 of the Ohio Revised Code.

(2) I acknowledge that failure to comply with this certification is, by itself, grounds for termination of this contract or grant with the State of Ohio.

Lovell J. Custard — July 22, 2014
Signature of authorized agent — Date

12. I have read the ODJFS Model Grant attached to the RFGA, and if awarded a grant, I will not ✓ **(or) I will** ____ **request changes to the standard language, and have marked the requested changes and returned the model document with this proposal for consideration by ODJFS.** (If so, ODJFS will review those requested changes if you are the selected grantee. All requested changes to model contract language are subject to ODJFS approval.)

13. I _____**, (grantee representative in Item # 7) hereby affirm that this proposal accurately represents the capabilities and qualifications of** Murtis Taylor Human Services System **(grantee's name), and I hereby affirm that the cost(s) bid to ODJFS for the performance of services and/or provision of goods covered in this application in response to this ODJFS RFGA is a firm fixed price, inclusive of all incidental as well as primary costs.** (Failure to provide the proper affirming signature on this item may result in the disqualification of your proposal\bid.)

14. Location of Business Declaration: Vendors responding to any ODJFS RFP/RLB/RFGA (etc.) must certify that no public funds shall be spent on services provided/performed offshore by completing, signing, and returning the "Location of Business Form," which is the final section of this attachment. **FAILURE TO PROPERLY COMPLETE, SIGN AND RETURN THIS FORM, INCLUDING THE "LOCATION OF BUSINESS FORM," WILL RESULT IN DISQUALIFICATION OF THE VENDOR FROM CONSIDERATION FOR AWARD OF AN ODJFS CONTRACT.**

Additional State Grants FY 12 – FY 14

State Agency/Educational Institution: Ohio Department of Education, Service Learning Mini-Grant
Grant Dollar Amount: $1,500

State Agency/Educational Institution: Northeast Ohio Medical University
Grant Dollar Amount: $30,000

State Agency/Educational Institution: Ohio Commission on Minority Health
Grant Dollar Amount: $2,500

State Agency/Educational Institution: Ohio Dept. Of Education, Early Childhood Education Expansion
Grant Dollar Amount: $80,000

State Agency/Educational Institution: Fatherhood Mini-Grant
Grant Dollar Amount: $2,500

Attachment A —Section II.

Location of Business Form

Pursuant to Governor's Executive Order 2011-12K (www.governor.ohio.gov), no public funds shall be spent on services provided offshore. This form serves as a certification of compliance with this policy and required disclosures. Please answer the following questions about the project or service you are seeking to perform for or the funding for which you are applying from the Ohio Department of Job and Family Services:

1. Principal location of business of Grantee:

13422 Kinsman Road (Address)

Cleveland, Ohio 44120 (City, State, Zip)

Name/Principal location of business of sub-grantee(s):

Not Applicable (Name) _____ (Address, City, State, Zip)

Not Applicable (Name) _____ (Address, City, State, Zip)

2. Location where services will be performed by Grantee:

13411 Union Avenue

Cleveland, Ohio 44120 (City, State, Zip)

Name/Location where services will be performed by sub-grantee(s):

Not Applicable (Name) _____ (Address, City, State, Zip)

Not Applicable (Name) _____ (Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Grantee:

13411 Union Avenue (Address)

Cleveland, Ohio 44120 (Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by sub-grantee(s):

Not Applicable (Name) _____ (Address, City, State, Zip)

Not Applicable (Name) _____ (Address, City, State, Zip)

Not Applicable (Name) _____ (Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Grantee

Not Applicable _____ _____
(Address) (Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by sub-grantee(s):

Not Applicable _____ _____
(Name) (Address, City, State, Zip)

Not Applicable _____ _____
(Name) (Address, City, State, Zip)

Not Applicable _____ _____
(Name) (Address, City, State, Zip)

By signing below, I hereby certify and affirm that I have reviewed, understand, and will abide by the Governor's Executive Order 2011-12K. I attest that no funds provided by ODJFS for this grant or any other agreement will be used to purchase services provided outside the United States or to contract with a sub-grantee(s) who will use the funds to purchase services provided outside the United States. I will promptly notify ODJFS if there is a change in the location where any of the services relating to this project will be performed. If I am signing this on behalf of a company, business, or organization, I hereby acknowledge that I have the authority to make this certification on behalf of that entity.

Signature: Lovell J. Custard, President & CEO

7-23-14
Date

Murtis Taylor Human Services System
Entity Name

13422 Kinsman Road
Address (Principal place of business)

Lovell J. Custard
Printed name of individual authorized
to sign on behalf of entity

Cleveland, Ohio 44120
City, State, Zip

Ohio Parenting and Pregnancy Program Grant
APPENDIX A
TECHNICAL APPLICATION

Program Assurances

Please affirm that the following statements and true and accurate. Affix the appropriate signature where indicated. **The application will not be considered complete without the required signature and shall be disqualified from consideration.**

We the undersigned assure that our Agency:

1. Will not charge pregnant women and parents or other relatives caring for children twelve months of age or younger a fee for any services received;

2. Is not involved in or associated with any abortion activities, including providing abortion counseling or referrals to abortion clinics, performing abortion-related medical procedures, or engaging in pro-abortion advertising;

3. Is physically and financially separate from any entity, or component of an entity, that engages in abortion activities;

4. Will only subcontract with entities that are physically and financially separate from any entity, or component of an entity, that engages in abortion activities;

5. Will not discriminate in its provision of services on the basis of race, religion, color, age, marital status, national origin, disability, or gender; and,

6. Will comply with the requirement of 5101.804 of the Ohio Revised Code.

Agency Name: Murtis Taylor Human Services System

Printed Name of Director/CEO: LoVell J. Custard

Signature

7-23-14

Date

MURTIS TAYLOR
HUMAN SERVICES SYSTEM

www.murtistaylor.org
216-283-4400

Main Campus - Mt. Pleasant
13422 Kinsman Road
Cleveland, Ohio 44120

Kathryn R. Tyler Campus
900 East 105th Street
Cleveland, Ohio 44108

Downtown Office
3010 Project Avenue
Cleveland, Ohio 44115

Southeast Suburban Office
12395 McCracken Road
Garfield Heights, Ohio 44125

Family & Community
Resource Center
13411 Union Avenue
Cleveland, Ohio 44120

Correctional Advocacy &
Re-Entry Support Center
(C.A.R.E.S.)
2121 St. Clair Avenue
Cleveland, Ohio 44114

Buckeye Therapeutic Community
Residential Campus
Cleveland, Ohio 44104

Franklin Therapeutic Community
Residential Campus
Cleveland, Ohio 44102

Bradley Therapeutic Community
Residential Campus
Cleveland, Ohio 44111

West Side Office - Detroit
9500 Detroit Avenue
Cleveland, Ohio 44102

West Side Office - Clark/Metro
3167 Fulton Road
Cleveland, Ohio 44109

Northeast Suburban Office
16005 Terrace Road
East Cleveland, Ohio 44112

Lakewood Community
Services Center
14230 Madison Avenue
Lakewood, Ohio 44107

MURTIS TAYLOR
HUMAN SERVICES SYSTEM

Scope of Services

Murtis Taylor Human Services System is a county-wide United Way charitable organization that provides *Behavioral Health, Addiction, Youth, Family, and Senior* services. It serves more than 11,000 children and adults annually at twelve locations. Murtis Taylor Human Services System achieves its mission by having a significant bond to its neighborhoods and building upon the strengths of the community. It moves individuals and communities toward optimal health by diminishing the effects of illness, discrimination, bias, and poverty through innovation, partnership and research. Murtis Taylor Human Services System is licensed by the Ohio Department of Job and Family Services as a Three (3) Star-Rated Step Up to Quality childcare center, the Ohio Department of Mental Health, Ohio Department of Alcohol and Drug Addiction Services and nationally accredited by The Commission on Accreditation of Rehabilitation Facilities (CARF). Its mission is to support, empower and strengthen individuals, families and communities to become healthy and productive through effective integrated health and human services.

Adult Community Mental Healthcare

- Mental Health Assessment (Diagnostic Assessment)
- Psychiatric Interview
- Community Psychiatric Support Treatment (Case Mgmt.)
- Counseling/Psychotherapy
- Pharmacological Management
- Adult Intensive Unit
- Correctional Advocacy & Re-Entry Support (CARES)
- Prison Outreach (CARES Program)
- Forensic Liaison (CARES Program)
- Suburban Municipal Court Liaison (CARES Program)
- Mental Health and Developmentally Disabled Unit (CARES Program)
- Partial Hospitalization
- Residential Treatment Facilities
- Community Drop-In Services (The Life Exchange Center)
- Financial and Budgeting Management (Representative Payee)
- Building on Family Strengths: Support, Education and Advocacy
- Lakewood Community Services Center Collaboration

School-Based and Community Child Behavioral Healthcare

- Psychological Testing
- Mental Health Assessment (Diagnostic Assessment)
- Psychiatric Interview
- Community Psychiatric Support Treatment (Case Mgmt.)
- Counseling/Psychotherapy
- Pharmacological Management
- Prevention and Consultation Services
- Counseling/Psychotherapy
- Pharmacological Management
- Prevention and Consultation Services

Youth Development and Education

- Early Childhood Education –Toddlers and Preschool
- Before and After School Tutoring & Childcare
- Fourth-Grade Mentoring
- Training and Consultation to Childcare Providers of Special Needs Children

Senior Development Services

- Home Delivered and Cafeteria Meals
- Community Transportation
- Sewing Instruction and Computer Education
- Line and Tap Dancing
- Socialization, Recreation, Exercise and Information & Referral

Family Support and Development

- Wraparound Family Case Management
- Individualized Parent Advocacy, Parent & Youth Support Groups
- Emergency Family Financial Assistance
- Foster & Kinship Care Support
- Family and Child Visitation
- Information & Referral, Clothing Distribution, and Computer Education
- Parent Education
- Strong Fathers' Program
- GED Instruction

Chemical Dependency Treatment

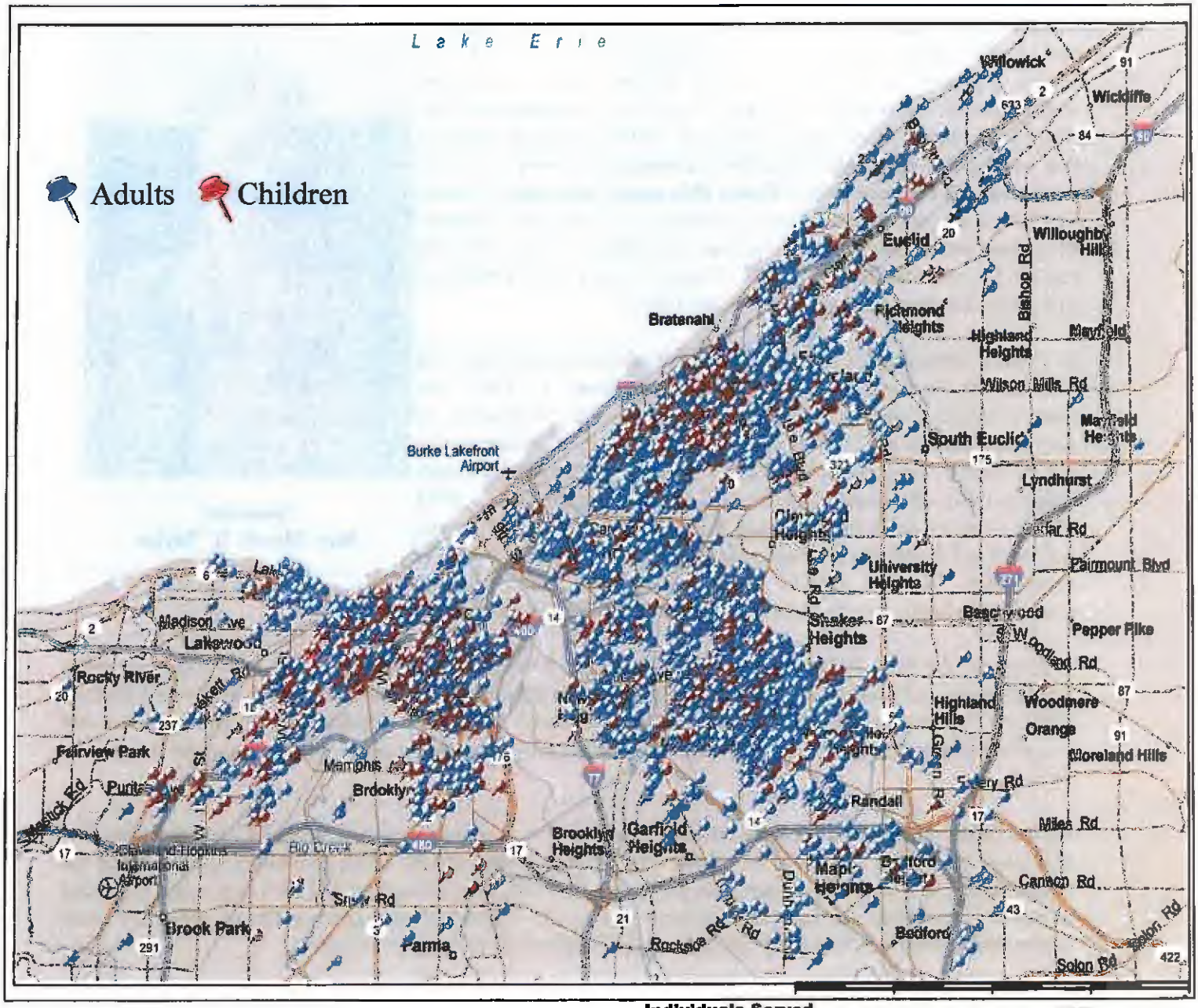
- Chemical Dependency Treatment - Dual Diagnosis

Our Mission

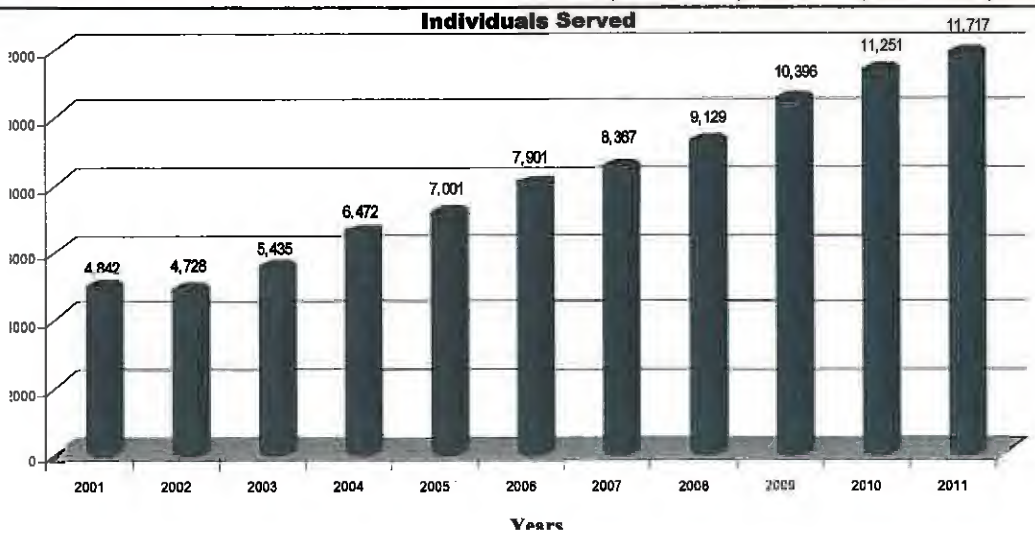
To support, empower and strengthen individuals, families and communities to become healthy and productive through effective integrated health and human services

SERVING THE COMMUNITY SINCE 1948

Map of Adults & Children Served



TTY # 1-800-750-0750



History

Murtis Taylor Human Services System (MTHSS) was founded in the Mt. Pleasant Community as a Settlement House in 1948 by Murtis Howard Taylor-Mills and the Neighborhood Settlement Association of Cleveland. Originally located in the basement of the Alexander Hamilton Jr. High School at 13000 Union Avenue, it was named the ***Alexander Hamilton Community Center***. In 1952, the name was changed to the ***Mount Pleasant Community Center***. In 1954, it was incorporated and the Board of Trustees was formed to replace an advisory board. For the first time in 1959, MTHSS rented its own facility at 12714 Union Avenue and continued delivering services there throughout the 1960's.

Founder
Mrs. Murtis H. Taylor

In 1966, a name that encompassed a broader focus was adopted, the ***Community Services Center of Mount Pleasant***. In 1967, the Mental Health Planning Committee of the Welfare Federation of Cleveland invited MTHSS to consider sponsorship of a community mental health center under the federal statutes and the mental health program was designed. Due to its continued growth, in 1971 MTHSS moved to 12100 Kinsman Road. In 1976, MTHSS's name was changed to ***Murtis H. Taylor Multi-Service Center*** in honor of its founder. In 1979, a new modern building was completed and dedicated to house the multi-service center at 13422 Kinsman Road.

Throughout the early 1980's, MTHSS continued as a focal point of comprehensive community services. Funding cuts and reduction of the staff during the 1980's made this period exceptionally challenging. However, by the mid-1980's, MTHSS was positioned to provide residential housing services and programs to persons with mental illness. Three (3) properties were acquired that together housed 39 persons.

An increased demand for services influenced MTHSS to acquire property at 13411 Union Avenue. The first stage of a three (3) phase renovation project was completed in 1989, providing needed space for mental health and community services programs. In 1988, the outreach of MTHSS was again extended to render comprehensive case management services to individuals living in southeast suburban areas that included Bedford, Maple Heights, Garfield Heights and Newburgh Heights.

By the late 1990's, changes in the healthcare industry prompted MTHSS to seek new partnerships to meet the demands of the Future. In 1996, MTHSS merged with Mental Development Center of Case Western Reserve University. This merger expanded services to children and families. In 1997 and 1998, community mental health services were further developed in Cleveland's Downtown, Fairfax and Central neighborhoods. In 2005, outpatient community mental health centers were opened in the city of East Cleveland and the Glenville, Metro-Clark and Detroit-Shoreway communities. In 2008, the organization was renamed ***Murtis Taylor Human Services System*** to better reflect the scope and breadth of its services and locations.

Throughout its history, Murtis Taylor Human Services System has demonstrated unique partnerships with diverse groups. Since its founding in 1948, Murtis Taylor Human Services System has grown from a single location serving less than one hundred residents per year to a countywide organization with twelve locations in three cities serving more than 11,000 individuals annually.